



PRODUCTION SUPERVISOR

Division/Department: Production
Shifts: PM
Job title: Production Supervisor
Reports to: Production Manager

Level/Grade: Management	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/ Scope of Position

The Production Supervisor is a member of the Production Team reporting directly to the Production Manager. The Production Supervisor is accountable and responsible for managing departmental safety, environmental controls, development of production employees, plant production including quality control, protection of equipment, and departmental cost controls.

Responsibilities/Duties (inclusive of but not limited to):

- Manage and develop production employees to achieve established goals of safety, environmental performance, production volume, quality, service, and cost.
- To take full responsibility of the shift in terms of management of staff, management of production and quality targets and to ensure the smooth running of the production processes.
- To take full responsibility of the quality and production that is produced within the shift in line with the company's quality systems, processes and procedures.



- To ensure that Health and Safety rules and regulations are adhered to during the shift and all matters relating to this are dealt with using the resources within the company in line with the companies Health and Safety policy.
- Maintain shift performance and quality documentation.
- Ensure production employees are properly oriented and trained.
- Develop and implement continuous improvement within departmental employees' performance through regular feedback, coaching and training.
- Manage, develop and motivate direct reporting staff.
- Monitor, measure and report on production related process performance, general issues.
- Review, analyze and make recommendations regarding safety, environmental performance, quality, expenses, productivity, and customer feedback.
- Develop and/or implement departmental reporting as required.
- Participate in controlling the production department budget.
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- To have an active role in the company's continuous improvement plan to achieve plans for future growth within the company.
- Maintain sanitation and cleanliness housekeeping standards to ensure a clean and safe workplace.

Food Safety Responsibilities

- Provide oversight of production food safety systems (charts, metal, micro, etc.)
- Participate as a HACCP Team Member
- Participate in food safety training events
- Participate in verification activities
- Participate on In-Plant Audits
- Perform all other food safety duties as assigned by the Production Manager.

Education/Training

- A Bachelor's Degree or a Master's Degree
- 3+ years in a dairy processing facility

Skills

- Leadership skills to motivate staff and manage a team.
- The ability to meet targets and deadlines.
- Ability to write reports and compile accurate records.
- A willingness to work flexibly an awareness of health and safety strong organizational and time management skills.
- Ability to learn new concepts and be an active member of operating the department.



- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Needs to have integrity and should be honest in dealings without misusing power.
- Basic computer skills.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management skills.
- Ability to work under pressure.

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.